Approved For Release 2002/08/26: CIA-RDP74-00005R000200080011-3

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6. MOUTING AND RECORD SHEET, FORM 610

The extent of review and concurrence in offices through which correspondence may pass is often indefinite. Therefore, for correspondence of more than a routine nature, provision should be made for extended routing. Routing and Record Sheet serves this purpose. In addition, it provides space for added comments and serves as a protective covering over the original.